



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Office of Human Resources • 200 West Baltimore Street • Baltimore, MD 21201 • 410-767-0019 • 410-333-3045 TTY/TDD

## **DIVISION OF ACCOUNTABILITY AND ASSESSMENT** **ASSESSMENT BRANCH**

November 26, 2008

**POSITION TITLE:** Education Program Manager I, Assessment

**POSITION NUMBER:** 066275

**SALARY:** State Salary Grade 23  
Annual Salary Range: \$64,349 - \$93,932

**LOCATION:** 200 West Baltimore Street  
Baltimore, Maryland

**NATURE OF WORK:** This is a professional position serving as the Assessment Branch Chief responsible for developing and implementing operational policies, procedures and guidelines for five K-12 major Maryland assessment programs which fulfill the requirements of No Child Left Behind (NCLB) legislation.

**DUTIES AND RESPONSIBILITIES:** Provides leadership, management, and coordination on issues related to K-12 state assessments; manages and supervises an Assessment staff of 8 in the implementation of the State NCLB assessment and accountability programs including test coordination and development, test scoring and interpretation, test administration and security; interprets federal regulations and guidelines for parents, schools and school systems; serves as liaison between local accountability staff and MSDE to provide information, training, receive feedback and exchange best practices regarding State accountability and assessment issues; completes and presents assessment documentation for the U.S. Department of Education's peer review process; presents complex program issues and recommended solutions to the 24 local accountability coordinators and acts as the point-of-contact in resolving all assessment related issues.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** A Master's Degree is required: course work in K-12 student assessment, measurement and statistics, education policy is essential for this position.

**EXPERIENCE:** Six years of experience in coordinating or administering K-12 education programs with diverse populations. Experience must have included K-12 education assessment, measurement and statistics. Direct supervision of both internal and external teams is desirable.

**NOTES:** A Doctorate Degree in Education Policy or Assessment may be substituted for one year of the required experience.

**ESSENTIAL REQUIREMENTS:** Strong knowledge of the State and federal regulations governing No Child Left Behind; experience with K-12 accountability assessment methodologies as well as test development, test administration, scoring and scaling, test security and test score interpretation; strong ability to interpret federal regulations and skill in providing guidance to internal and external teams; skill in maintaining effective working relationships with internal and external teams; excellent skills in managing timelines and deadlines; ability to communicate clearly and effectively, orally and in writing; ability to analyze complex program issues and to recommend solutions.

**PROCEDURE FOR APPLICATION:**

Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Position #066275. The Application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. Completed Applications must be directed to the Staff Employment Section within the Office of Human Resources at the address on the Position Announcement or faxed to 410-333-8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs). All applications must be received by the Closing Date. *Appropriate accommodations for individuals with disabilities are available upon request.*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and travel throughout the state are required. The selected applicant must consent to a criminal background investigation as a required security procedure for all employees who have access to data systems. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

Open Until Filled